



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE DIRECTOR

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MEMORANDUM

TO: All State Agencies, Boards and Commissions
And Institutions of Higher Education

FROM: Richard A. Weiss, Director

SUBJECT: Rate of Mileage Reimbursement for Use of Privately-Owned
Motor Vehicles on Official Business of the State

DATE: August 18, 2005

Effective September 1, 2005, due to the increasing gas prices, the maximum authorized State rate of mileage reimbursement for the use of privately-owned motor vehicles on official business of the State will be **temporarily** increased to thirty-nine (.39) cents per mile. Reimbursement for travel performed on or after September 1, 2005, is authorized at the new temporary rate of thirty-nine (.39) cents per mile until further notice. Reimbursement for any travel before September 1, 2005, is authorized at the rate of thirty-seven (.37) cents per mile.

The Office of Accounting will continue to monitor average gasoline prices and the reimbursement rate will be re-evaluated for possible reduction when the average gasoline price declines to \$2.00 per gallon.

It is the responsibility of the agency director to insure that their agency budget is sufficient to fund this increase in mileage reimbursement. The agency director may authorize reimbursement for the use of privately-owned automobiles at amounts less than the authorized State maximum rate if the agency budget is insufficient to fund the increase in rate.

If you have any questions, please contact the Office of Accounting at 682-1675.

RAW: bh